

# Grant Terminology

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**Administration:** General administration such as accounting/finance, clerical support, and management. Includes staff time not directly charged to a grant that supports general office activities and operations (2 Code of Federal Regulations §200.414).

**Administrative Procedures:** Matters common to all grants, including required procedures as well as guidance.

**Advance Payment:** A type of grant payment in which the grantor pays the grantee for costs associated with a grant before the grantee has incurred the expense (MN Office of Grants Management).

**Allowable Cost:** A cost that can be charged to a grant.

**Application:** An application may be specific to a grant program or request for proposal or it may refer to a document where land occupiers request financial assistance from organizations.

**Base Rate:** The hourly rate that is reported on an employee's paycheck. It can be obtained by dividing the annual salary by 2088 (the number of workable hours in a year for a full-time equivalent).

**Billing Rate:** An employee's base rate, plus the costs of-benefits, leave, facilities, and administration.

**Capital Expenditure:** Expenditure to purchase a capital asset, or make improvements to a capital asset that increases value and extends useful life (2 Code of Federal Regulations §200.13).

**Closeout:** A procedure initiated by a grantee to finalize a grant agreement that generally includes submitting final project and financial reports and returning unspent funds to the state.

**Conflict of Interest:** A conflict of interest, actual, potential, or perceived, occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it (MN Office of Grants Management).

**Contract:** An agreement to provide a good or service that legally binds two or more parties. Consultation with legal counsel prior to entering into a contract is recommended.

**Contractor:** A person or organization that enters into a contract with a grantee or land occupier to provide goods or services, and that is not an employee of the grantee.

**Cost Share:** Financial assistance provided to land occupiers.

**Direct Cost:** A cost that can be identified specifically with a particular final cost objective. "Direct" and "indirect" costs are recognized accounting terms that describe how expenditures are treated (MMB Guidance to Agencies on Legacy Fund Expenditure).

**Effective Date:** The date that the term of a grant agreement begins, as stated in the agreement.

**Equipment:** Property that has a useful life of more than one year that costs more than a certain threshold amount. An LGU may establish the threshold amount in its own policies.

**eLINK:** An online database for grantees to apply for grants, enter work plans and reports. Allows BWSR to track expenditures and conservation outcomes associated with grant funds.

**Executed Date:** The date of the last signature by all parties on an agreement. The grantee must not begin work under the grant agreement until it is fully executed

**Executed Grant Agreement:** A grant agreement that has been signed by all parties.

**Expiration Date:** The date that the term of the grant agreement ends, as stated in the grant agreement, or the date that all obligations have been satisfactorily fulfilled, whichever comes first.

**Facilities:** General operating and maintenance expenses such as insurance, rent and utilities. (2 Code of Federal Regulations §200.414).

**Final Financial Report:** This report is completed by a grantee after all grant funds have been spent or grant agreement expires. It is a summary of financial expenditures specific to each grant.

**Financial Reconciliation:** Reconciling a grantee's request for payment for a given period with supporting documentation for that request, such as purchase orders, receipts and payroll records (MN Office of Grants Management).

**Fiscal Agent:** The entity that will receive and disburse grant funds. The fiscal agent must have a State-issued vendor number through the MN Department of Administration, Materials Management Division (MMD). Note that most funds are disbursed to the fiscal agent through electronic fund transfer; preferences to receive payment by check must be established through MMD ([www.mmd.admin.state.mn.us/](http://www.mmd.admin.state.mn.us/)).

**Grant Administration:** Activities such as local grant tracking, grant agreement management, reporting, and project management or oversight of activities.

**Grant Agreement:** A written instrument or electronic document defining a legal relationship between a granting agency and a grantee when the principal purpose of the relationship is to transfer cash or something of value to the recipient to support a public purpose authorized by law (MN Office of Grants Management).

**Grant Agreement Amendment:** An addition, deletion or change to a grant agreement that is fully executed (MN Office of Grants Management).

**Grant Assignment:** A grant agreement summarizes the rights, responsibilities, and duties of BWSR and the grantee. When some or all of these rights, duties, and responsibilities are transferred to a different entity, it is known as "grant assignment". Grant assignment is generally not permitted without written approval from BWSR and the grantee. An executed assignment agreement is needed to transfer any rights, responsibilities, or duties under a grant agreement to a different entity.

**Grant Budget:** A plan for all income and expenses for the grant project and is based on the grant work plan. Grant budgets typically include line items for salaries and benefits, contracted services, training, travel and transportation, equipment, office expenses, and program expenses (MN Office of Grants Management).

**Grant Period:** The time period between the grant agreements executed date and expiration date.

**Grantee or Grant Recipient:** The party responsible for implementing the terms of the grant agreement. Also see fiscal agent.

**Grantee Authorized Representative (GAR):** The LGU position designated as the point of contact for that particular grant only. It is recommended that the GAR is a staff person and not a LGU official. For purposes of separation of powers, and checks and balances, it is also recommended that the person signing the grant agreement is not the GAR.

**Incentives and Incentive Payments:** Payments to encourage land occupiers to install or adopt land management practices. Note that for incentive payments a form 1099 may need to be filed with the Minnesota Department of Revenue. Consult the *IRS Publication 225* or your tax advisor for more information.

**Indirect Cost:** A general support cost that cannot reasonably be directly charged to an agency, appropriation, or program.

**Land Occupier:** A person, corporation, or legal entity that holds title to or is in possession of land as an owner, lessee, tenant, or otherwise. Also referred to as Cooperator in eLINK.

**Match:** Services, materials, or cash contributed to the accomplishment of grant objectives. Specific program policy may have stricter requirements.

**Modified Base Rate:** An employee's base pay rate plus additions for benefits and leave.

**Monitoring:** A procedure of reviewing and documenting progress towards grant agreement implementation and compliance with grant agreement provisions.

**Monitoring Visit:** A visit involving both state granting agency staff and the grantee that occurs during the grant period. The purpose of grant monitoring visits is to review and ensure progress against the grant's goals, to address any problems or issues before the end of the grant period, and to build rapport between the state agency and the grantee (MN Office of Grants Management).

**Official Signature:** The person who signs the grant agreement, grant agreement amendment, or other fiscal documents. The Official Signatory must be an official of the LGU. In a SWCD, for example, this would be one of the supervisors. LGU officials are usually elected or appointed. If it is not signed by an official, the Official Signatory must be someone who is *authorized* by the LGU officials to sign fiscal documents. This authorization must be documented in the LGU's records. Documentation may be by LGU Board Meeting minutes, resolution, or by some other official action by the LGU. The BWSR does not decide who is authorized. Staff that work for a LGU are not regarded as officials of that LGU and do not inherently have signing authorization of fiscal documents. Only staff that have authorization may sign fiscal documents.

**Prevailing Wage:** The minimum hourly wage, plus benefits, employers must pay certain workers who work on construction projects where state dollars are used to fund the construction (MN Department of Labor and Industry). Questions about the application of prevailing wage rates should be directed to the Minnesota Department of Labor and Industry at [www.dli.mn.gov/LS/PrevWage.asp](http://www.dli.mn.gov/LS/PrevWage.asp).

**Professional/Technical Services:** Services that are intellectual, in character, including consultation, analysis, evaluation, predication, planning, or programming, or recommendation, and result in the production of a report or the completion of a task (MN Department of Administration).

**Progress Report:** A summary of grant activities and outcomes for a given period. A progress report may have narrative, statistical and/or financial elements (MN Office of Grants Management).

**Project Assurances:** Guarantees from grantee that installed conservation practices will remain in place for the lifespan expected and provide benefits for which they were designed.

**Project Development:** Project support activities such as civic engagement; public outreach; initial contacts, actions, and activities with partners and/or landowners; preliminary information gathering; conservation marketing, or other activities which directly support or supplement the goals and outcomes of the application or work plan. See also Technical and Engineering.

**Supplies:** Property that costs less than the threshold amount for equipment. Supplies also have a shorter useful life than equipment.

**Technical and Administration (TA):** Activities performed on the Erosion Control and Water Management Program, such as grant administration, staff training to maintain appropriate technical approval authorities or licenses, site investigation and assessments, design and cost estimates, construction supervision, and inspections.

**Technical and Engineering:** Activities associated with technical site assessment, surveys, preliminary analysis and design, final design, construction supervision, installation, inspection, and completion of projects.

**Technical Assistance Provider:** The person with appropriate credentials identified by the grantee as responsible technical quality assurance for a given project or practice. Credentials can include conservation partnership Technical Approval Authority (TAA); applicable professional licensure; reputable vendor with applicable expertise and liability coverage; or other applicable credentials, training and/or experience.

**Technical Quality Assurance:** Guarantees throughout each phase of implementation from grantees that appropriate levels of technical expertise are used-

**Use Allowance:** A basic or minimum rate established for the use of an item.

**Verification:** Grant verification encompasses not only financial reconciliation, but also checks whether the terms of grant payments have been complied with. It also includes an assessment of the grantee-internal control environment.

**Workable Hours:** The number of hours that are available to work in a year. The Legislative Coordinating Commission calculates FTEs based on 2088 hours in a year. See Minnesota Statutes 203, section 3.303, subdivision 10.

**Work Plan:** A written project or program management tool that identifies desired project or program activities, timelines, and outcomes (MN Office of Grants Management). This is generally entered into eLINK after an application for a particular grant fund has been approved. See also Application.

## Acronyms

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### State Agencies and Commissions

BWSR:	Board of Water and Soil Resources
CWC:	Clean Water Council
DNR:	Department of Natural Resources
LCCMR:	Legislative-Citizen Commission on Minnesota Resources
LOHC:	Lessard Outdoor Heritage Council
MDA:	Minnesota Department of Agriculture
MDH:	Minnesota Department of Health
MDOT:	Minnesota Department of Transportation
MGS:	Minnesota Geological Service
MMB:	Minnesota Office of Management and Budget
MPCA:	Minnesota Pollution Control Agency

### Federal Agencies

ACOE:	Army Corps of Engineers
CFSA:	Consolidated Farm Services Agency
EPA:	Environmental Protection Agency
FEMA:	Federal Emergency Management Agency
FSA:	USDA Farm Service Agency
NRCS:	USDA Natural Resources Conservation Service
RC&D:	Resource Conservation & Development
RECD:	Rural Economic and Community Development
USDA:	United States Department of Agricultural
USF&WS:	United States Fish & Wildlife Service
USGS:	United States Geological Survey

**Regional/Local**

CAC:	Citizen Advisory Committee
CHS:	Community Health Service
JPB:	Joint Powers Board
LGU:	Local Government Unit
RDC:	Regional Development Commission
SWCD:	Soil and Water Conservation District
TAC:	Technical Advisory Committee
WD:	Watershed District
WMO:	Watershed Management Organization

**State Associations**

ADA:	Association of (Watershed) District Administrators
AMC:	Association of Minnesota Counties
AMT:	Association of Minnesota Townships
AMWRAP:	Association of Minnesota Water Resources Administrators and Planners
LMC:	League of Minnesota Cities
MACDE:	Minnesota Association of Conservation District Employees
MACPZA:	Minnesota Association of County Planning and Zoning Administrators
MARC&D:	Minnesota Association of Resource Conservation and Development
MASWCD:	Minnesota Association of Soil and Water Conservation Districts
MAWD:	Minnesota Association of Watershed Districts

**National Associations**

NACD:	National Association of Conservation Districts
NWF:	National Wildlife Federation
SWCS:	Soil and Water Conservation Society

**State Programs**

CLMP:	Citizens Lake Monitoring Program
CLWP:	Comprehensive Local Water Planning
CREP:	Conservation Reserve Enhancement Program
C-S:	Cost-Share Program
CWL:	Clean Water Legacy
CWP:	Clean Water Partnership
LAP:	Lake Assessment Program
LWRPMP:	Local Water Resources Protection and Management Program
NPEA:	Nonpoint Engineering Assistance
NRBG:	Natural Resources Block Grant
PFM:	Private Forestry Management
PWP:	Permanent Wetland Preserve
RIM:	Reinvest in Minnesota
SLR:	Streambank, Lakeshore, and Roadside Program
SRF:	State Revolving Fund
WCA:	Wetland Conservation Act

**Federal Programs**

ACP:	Agricultural Conservation Program
CRP:	Conservation Reserve Program
EQIP:	Environmental Quality Incentive Program
FDR:	Flood Damage Reduction

FEMA:	Federal Emergency Management Act
WBP:	Water Bank Program
WRP:	Wetland Reserve Program

**Additional Acronyms**

GIS:	Geographic Information System
GPS:	Geographic Positioning System
NPS:	Nonpoint Source Pollution
TMDL:	Total Daily Maximum Load